



PUBLIC ANNOUNCEMENT

REQUEST FOR QUOTATIONS

SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS

Salem County Department of Social Services / Drug and Alcohol Services

94 Market Street

Salem, New Jersey 08079

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Subject

The Salem County Board of Chosen Freeholders, through its Department of Social Services /Drug and Alcohol Services, announces the availability of funds through the Salem County Board of Chosen Freeholders. All funds awarded are subject to the availability of County funds. The time frame for the available funds is until December 31, 2011. The Department of Social Services / Drug and Alcohol Services Division is seeking proposals for the following alcoholism and drug abuse treatment services:

SUBACUTE RESIDENTIAL DETOXIFICATION SERVICES

ASAM Level III.7-D

\$8,000 for Adults

Sealed applications shall be accepted for the purpose of awarding agreements to public or non-profit agencies licensed by the State of New Jersey, Department of Human Services as a Residential Substance Abuse Treatment Facility. The exact unit prices stated in the application for these 2011 funds will be used to execute any recommended approved agreements through December 31, 2011. Salem County seeks Subacute Residential Detoxification (Medically Monitored Inpatient Detoxification) services in a total amount of \$8,000. **Please note:** It is the expectation of all county-contracted agencies that accept Salem County clients for detoxification services that these clients are transitioned to residential care (when clinically appropriate) without an interruption of service.

SHORT-TERM RESIDENTIAL SERVICES

ASAM Level III.7
\$12,000 for Adults

Sealed applications shall be accepted for the purpose of awarding agreements to public or non-profit agencies licensed by the State of New Jersey, Department of Human Services as a Residential Substance Abuse Treatment Facility. The exact unit prices stated in the application for these 2011 funds will be used to execute any recommended approved agreements through December 31, 2011. Salem County seeks Short-Term (Medically Monitored Inpatient Treatment, ASAM Level III.7) services in a total amount of \$12,000 for adults.

GENDER-SPECIFIC OUTPATIENT SERVICES FOR WOMEN

ASAM Level I
\$8,000 for Adult Women

Sealed applications shall be accepted for the purpose of awarding agreements to public or non-profit agencies licensed by the State of New Jersey, Department of Human Services as a Residential Substance Abuse Treatment Facility. The exact unit prices stated in the application for these 2011 funds will be used to execute any recommended approved agreements through December 31, 2011. Salem County seeks Gender-Specific Outpatient Services with child care included in a total amount of \$8,000.

Evaluation Services

\$2,000 for Adults

Sealed applications shall be accepted for the purpose of awarding agreements to public or non-profit agencies licensed by the State of New Jersey, Department of Human Services as an Ambulatory Care Drug Abuse Treatment Facility. The exact unit prices stated in the application for these 2011 funds will be used to execute any recommended approved agreements through December 31, 2011. Salem County seeks Evaluation Services to be offered in the amount of \$2,000.

State/County Uniform Requirements

Potential applicants are hereby advised that all requirements imposed upon the County by the New Jersey Department of Human Services will be incorporated into subagreements to be developed by the County. Further, all county requirements shall similarly apply. County agreements awarded through these funds must be approved by the Salem County Local Advisory Board on Alcoholism and Drug Abuse, the Salem County Board of Chosen Freeholders and by the New Jersey Department of Human Services, Division of Addiction Services.

Process

1. Public announcement will be published in selected county media and will be mailed to agencies known to serve Salem County residents on or about **August 19, 2011**.
2. Proposal packets will be available on and after **August 19, 2011** at Salem County Purchasing Department, Administration Building 2nd Floor, 94 Market Street, Salem, New Jersey 08079, during regular business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Potential applicants may request a proposal packet: in writing, by e-mail, in person, or by calling the Purchasing Department at (856) 935-7510 x 8401.
3. **Sealed** proposals should be returned no later than **August 30, 2011 at 11:30 a.m.** to Carol S. Wooten, Purchasing Agent, Administration Building, 94 Market Street 2nd Floor, Salem, New Jersey 08079. **Applicants must submit an original and four (4) copies.**
4. **Sealed** proposals will be opened and the contents publicly announced at the Purchasing Department, Administration Building 2nd Floor, 94 Market Street, Salem, New Jersey 08079 at **11:30 a.m. on August 30, 2011**. The Salem County Department of Social Services / Drug and Alcohol Services reserves the right to reject any and all proposals that are not in compliance with the specification of this RFP and/or incomplete and/or not submitted by the deadline. **Note: If you are recommended for a contract award, you must submit the NJ Business Registration Certificate (if a for-profit organization) upon Freeholder approval of the contract award. Statement of Ownership MUST be submitted with your proposal. If the Statement of Ownership is not submitted, it may be cause for rejection of your proposal.**
5. An Evaluation Committee of the Salem County Local Advisory Committee on Alcoholism and Drug Abuse will meet to evaluate and rank submitted proposals.
6. The Salem County Board of Alcohol and Drug Abuse Services anticipates taking action on the applications for these alcoholism and drug abuse treatment funds at its **September 21, 2011** meeting making the award retroactive to September 1, 2011.

7. The final recommendation of the Local Advisory Board on Alcoholism and Drug Abuse will be forwarded to the County's Qualified Purchasing Agent who will prepare a report and recommendations to the Board of Chosen Freeholders.
8. The Board of Chosen Freeholders will thereupon adopt a resolution of award.

General Requirements

All contractors agree to the following requirements for the term of this agreement:

1. Maintain, in accordance with practices acceptable to the Salem County Department of Social Services, uniform records of services described herein and rendered.
2. Forward monthly service (programmatic) reports to the Program Coordinator for Drug and Alcohol Abuse no later than the fifth working day of the month immediately following the end of the month concerned.
3. Accept the general supervision and consultation services from the Department in regards to the services being provided.
4. Function as an independent contractor, not an employee of the County of Salem, and not enter into any agreement on behalf of the County of Salem.
5. Make no assignments of this contract or monies due during the term of this contract without prior written approval of the County.
6. Client payments shall be deducted from the County billable amount, where applicable.
7. All services shall be billable on a monthly basis, which shall, at a minimum, include a breakdown of the client co-payment.
8. Cooperate with the Department regarding reporting and referral procedures.
9. Enable the Program Coordinator to attend any and/or all of the contractors Board of Directors and/or Advisory Board meetings. The Coordinator shall conduct site visits on a frequency to be determined by the Coordinator.
10. Contractors shall be required to attend quarterly meetings of the Salem County Providers Committee.
11. Maintain an accounting system sufficient for addressing an annual audit by the County of Salem and/or its agent(s), should such audit be required.

12. All clients must meet indigence guidelines, which for outpatient services is defined as at, or below, 250% of Federal Poverty Guidelines; and for residential services is defined as at, or below 350% of the Federal Poverty Guidelines.
13. Submit all invoices on a monthly basis no later than the fifth working day of the month immediately following the end of the month during which the services were provided. The Local Advisory Committee on Alcoholism and Drug Abuse shall review contract progress and may, based upon contractor's performance, recommend an increase or decrease in the contract funding level and subsequent reallocation of unspent funds to or from other contractors in order to provide service needs in a particular contract category.
14. Either party may terminate this contract by providing fourteen (14) calendar days written notice, via certified mail, of such intention to the other party.
15. Any contract issued by the County of Salem shall be subject to sufficient funds being appropriated by the Salem County Board of Chosen Freeholders for the specific programs herein listed.

Applicant Eligibility Requirements

1. Public or private non-profit agencies that have demonstrated experience working with persons having alcohol(ism) and drug abuse problems may submit applications.
2. Applicants for treatment services must possess a License as a Substance Abuse Treatment Facility from the N.J. Department of Human Services appropriate to the modality of service for which they seek funds.
3. Applicants must submit a fully-completed, typed application and six (6) copies by the required deadline in order to be considered for funds.
4. Applicants must agree to provide services to any eligible Salem County resident regardless of that person's national origin, race, creed, sexual orientation or physical disability.
5. The County may provide funds in each service category to one or multiple service providers.
6. These funds cannot be used to supplant or replace existing funds or resources from Federal, State or County government for existing alcoholism and drug abuse treatment services. Funds cannot be used for the purpose of capital construction or renovation.
7. Successful applicants must be willing to adhere to all reporting requirements and all policies required by the Salem County Department of Social Services/ Alcohol and

Drug Abuse Services and must comply with program monitoring and evaluation conducted by the Department.

8. Successful applicants will be required to comply with P.L. 1975, (N.J.A.C. 17:27, et seq.) (Affirmative Action).
9. Successful applicants must agree to participate in the “New Jersey Substance Abuse Management System” (NJSAMS).
 1. Successful applicants must agree to comply with stipulations in “Annex A” attached to the application in the proposal packet, especially Section 3, Item 4 concerning assurance “that grant funds are utilized for the provision of services to low income, uninsured persons...”
 2. Successful applicants must demonstrate knowledge of and compliance with the federal “Health Insurance Portability and Accountability Act (“HIPAA”).
12. The following documents should be submitted with the application per application instructions:
 - (1) 501c(3) I.R.S. letter (unless a public agency); (2) Most recent IRS Form 990 EZ or letter of exemption; (3) Applicant’s Table of Organization; (4) Applicant’s conflict-of-interest policy; (5) Membership list of applicant’s Board of Directors (including identification of Officers and terms of Officers and Director’s); (6) A completed and signed “Certificate of Non-Debarment.”; (7) copy of Applicant’s Affirmative Action Certificate.

Purpose and Eligible Services

Through the award of these funds and other programs and projects, the Salem County Board of Chosen Freeholders hopes to reduce the incidence, prevalence and impact of alcoholism and drug abuse in Salem County.

Criteria for Award

The methodology for awarding agreements shall be based on an evaluation and ranking of the applications which shall include:

- Credentials and experience of agency staff
- Budget and management of the agency
- Experience of agency in providing treatment or prevention services and accreditation of agency
- Methodologies to evaluate quality and effectiveness of services
- Demonstration of accessibility for Salem County residents
- Projected Level-of-Service

- Statement of Need for proposed services
- Statement of goals, objectives, methods and outcome goals
- Service Profile description
- Agency's linkages to and from other agencies
- Consideration of service provision to special populations (ie: co-occurring disorders, disabled persons, aging adults)